

Exciting Career Opportunity!

BENEFITS OF WORKING FOR AOC

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Deferred College Tuition Program (GET)
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

WHERE IS AOC LOCATED?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

Administrative Office of the Courts JOB #2015-029-A04

ADMINISTRATIVE SECRETARY (Supreme Court Commissions)

>[Click Here for Further Information](#)<

SALARY: \$32,916 TO \$42,756 per year DOQ

LOCATION: Olympia, Washington

OPENS: August 5, 2015

CLOSES: August 24, 2015

POSITION PROFILE

This position provides a broad range of responsible administrative and secretarial support services for the three Supreme Court Commissions and the staff person for the Commission on Children in Foster Care.

Independent performance of a broad range of assignments and projects requires substantive knowledge of a variety of processes, procedures, policies, rules and agency standards. Problems are generally resolved by choosing from established procedures or devising solutions. Guidance is available for new or unusual situations. Work is periodically reviewed.

DUTIES AND RESPONSIBILITIES

Drafts, formats and finalizes correspondence, emails, reports, letters, newsletters, spreadsheets and slide presentations using office suite software; proofreads, edits, revises, and reformats draft correspondence, emails, reports, letters, newsletters and spreadsheets to improve clarity, increase quality and comply with agency standards.

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

AGENCY-WIDE VALUES & COMPETENCIES

Agency Values

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Answers, receives and screens telephone calls and emails; receives and refers visitors, staff and/or the public; responds to inquiries regarding departmental procedures and services.

Screens and distributes mail and messages; distributes records, office supplies, and other materials; orders, receives, and maintains inventory.

Coordinates arrangements for conferences and commission meetings; assists in the creation of meeting agendas, assists in producing meeting materials, notifies attendees and drafts meeting minutes.

Develops and maintains filing and indexing systems, recommending and implementing improvements as needed.

Assists in creating, maintaining and uploading web content materials using agency software tools according to agency technology standards.

Performs other duties as assigned.

See Job Description for further information.

QUALIFICATIONS AND CREDENTIALS

An Associate of Arts degree in secretarial science from an accredited college or business school **AND**:

Four (4) years of secretarial experience in a professional work environment.

Advanced skills using office suite software tools.

Relevant work experience may substitute for education.

A combination of education & experience demonstrating a working knowledge of the duties & responsibilities of Administrative Secretary may be considered in meeting the qualifications.

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Application materials will be screened for the purposes of determining who will be selected for an interview.

THE PREFERRED CANDIDATE WILL HAVE

A demonstrable commitment to access to justice issues including but not limited to language access, gender equity and race equity. Excellent communication and customer service skills. Experience with transcribing meeting notes. Experience in planning and coordinating events and be very detail oriented.

Please see application procedure below.

Failure to submit the required materials listed may eliminate your application from consideration.

APPLICATION PROCEDURE

To be Considered for this Position, Please Submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages);
- A chronological resume describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC Application for Employment (found at www.courts.wa.gov/employ).

Submission by email is preferred: Employment@courts.wa.gov; or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170